

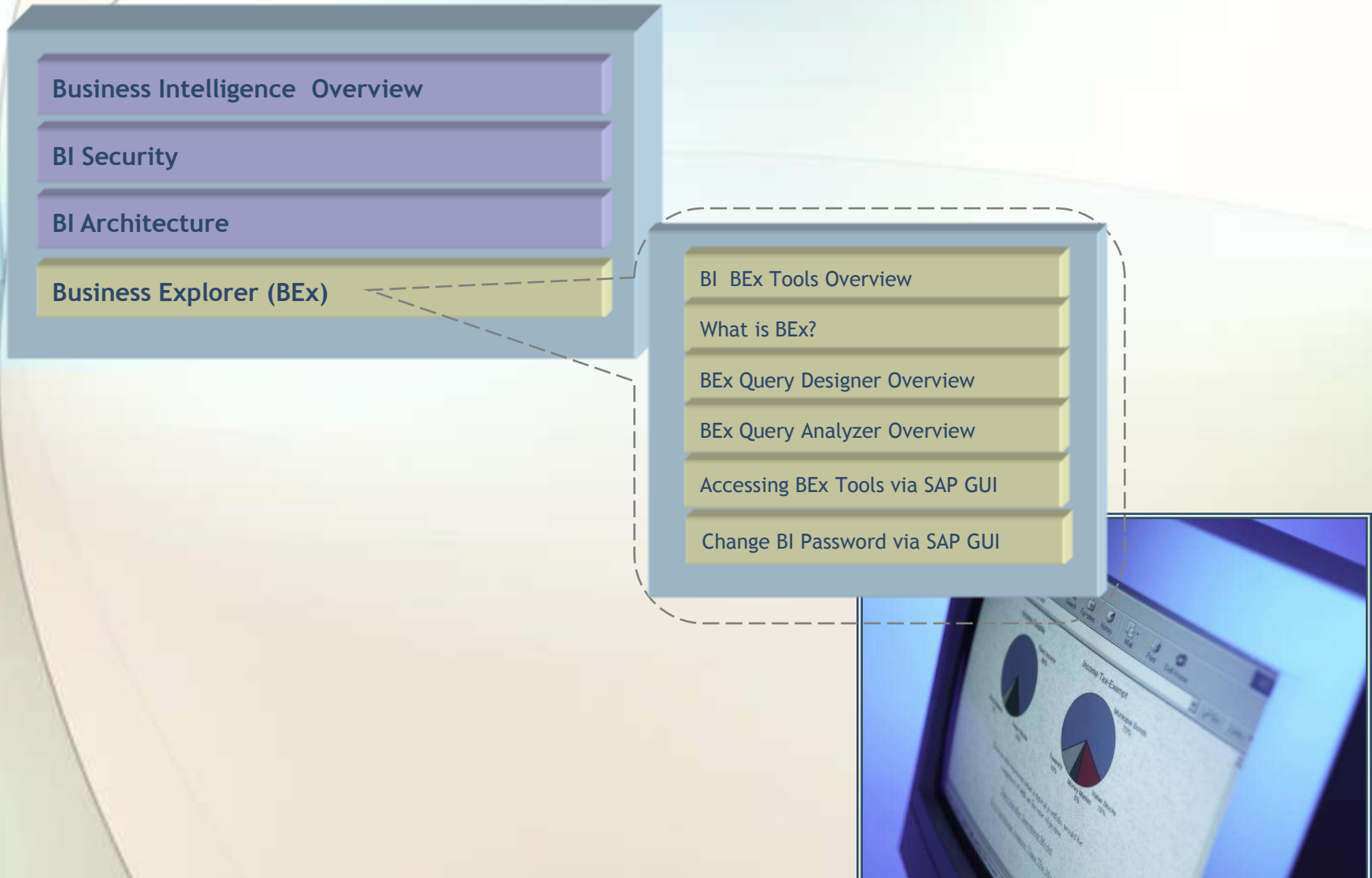
# SAP Business Intelligence Reporting

## Business Explorer (BEx)

Washington State HRMS Business Intelligence (BI)  
BI Power User Workshop Materials  
General Topics - BI Power Users

# Business Explorer (BEx)

The following section provides an overview of Business Explorer (BEx).

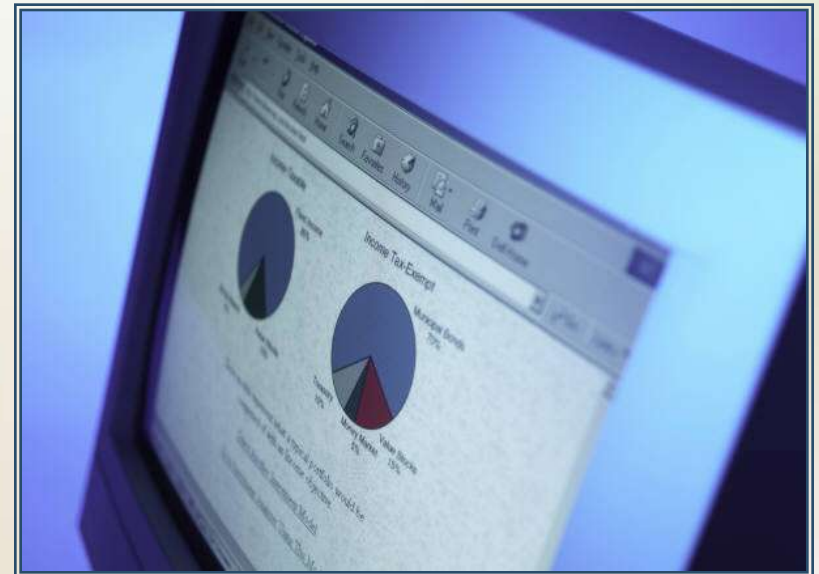


BI Business Explorer (BEx) is a suite of tools used to create ad hoc queries and perform analysis of query results.

BEx Query Designer and BEx Query Analyzer are the two basic tools required for creating and analyzing ad hoc queries.

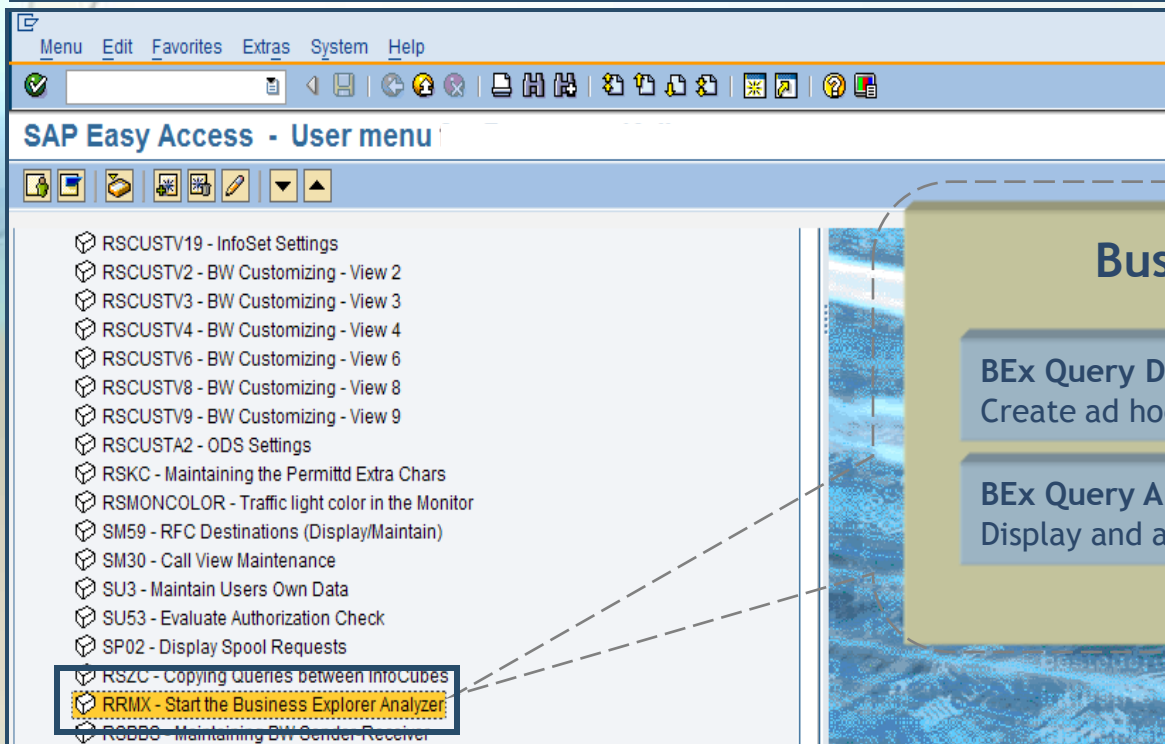
Topics covered in the BI Business Explorer (BEx) section include:

- What is BEx?
- BEx Query Designer Overview
- BEx Query Analyzer Overview
- Accessing BEx Tools via SAP GUI
- Change BI Password via SAP GUI



Business Explorer (BEx) is a suite of tools available to BI Power Users through the SAP GUI to develop ad hoc queries and perform analysis of query results.

Following is a list of BEx tools in BI :



## Business Explorer (BEx)

**BEx Query Designer**  
Create ad hoc queries

**BEx Query Analyzer**  
Display and analyze ad hoc query results in MS Excel

# BEx Query Designer Overview

BEx Query Designer is the tool used to create ad hoc queries. BI Power Users will create ad hoc queries in BEx Query Designer by using the “Drag&Drop” method of adding query data to the Rows, Columns, Filters and Free Characteristics section of the query. Once the ad hoc query is created, it can be run from a web browser or from BEx Query Analyzer:

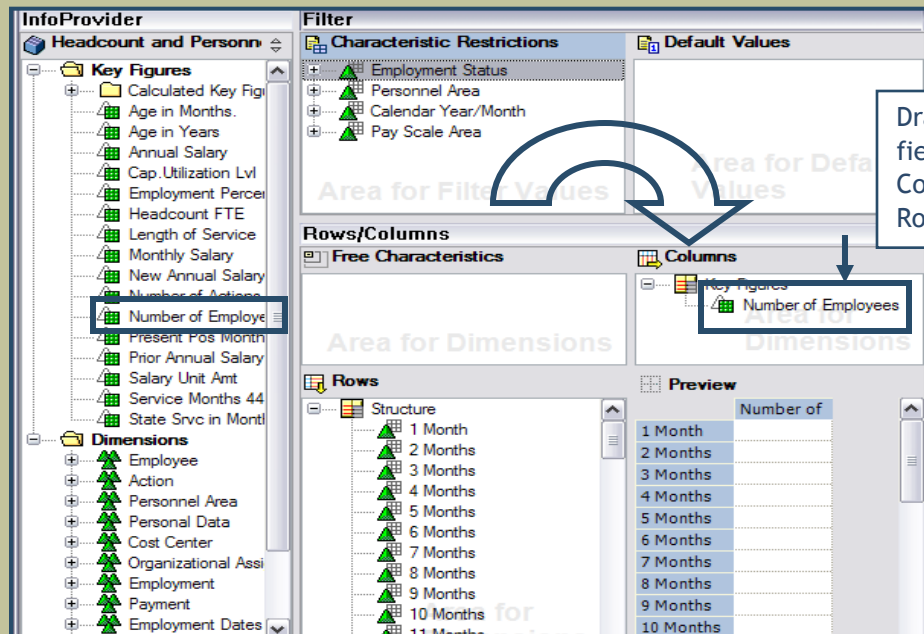
## BEx Query Designer

- Tool used to create ad hoc queries
- Uses “Drag & Drop” method to move report fields to Columns and Rows
- Allows the BI Power User to set ad hoc query filters and free characteristics

## Business Explorer (BEx)

BEx Query Designer

BEx Query Analyzer



Drag & Drop  
fields to  
Columns and  
Rows



# BEx Query Analyzer Overview

BEx Query Analyzer is the tool used to analyze ad hoc query results in MS Excel. BEx Query Analyzer can be used to run ad hoc queries and open BEx Query Designer to create and modify ad hoc queries.

BEx Query Analyzer opens in MS Excel and provides its own toolbar and Business Explorer menu to perform query analysis.

## BEx Query Analyzer

- Tool used to analyze ad hoc query results
- Uses MS Excel to display ad hoc query results
- Uses the BEx Query Analyzer toolbar in MS Excel for ad hoc queries

## Business Explorer (BEx)

BEx Query Designer

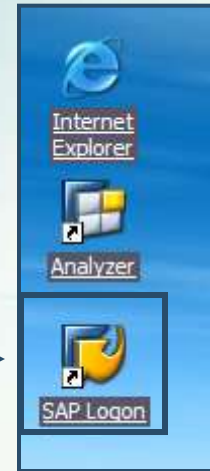
BEx Query Analyzer

Employee Statistics - In State Service	
Author DENISD      Status of Data 05/14/2008 05:21:18	
Chart   Filter   Information	
<b>Table</b>	Number of Employees
1 Month	92
2 Months	86
3 Months	87
4 Months	78
5 Months	66
6 Months	56
7 Months	15
8 Months	13
9 Months	33
10 Months	21
11 Months	18
1 Year	244
2 Years	147
3 Years	179
4 Years	222
5 Years	220

# Accessing BEx Tools via SAP GUI

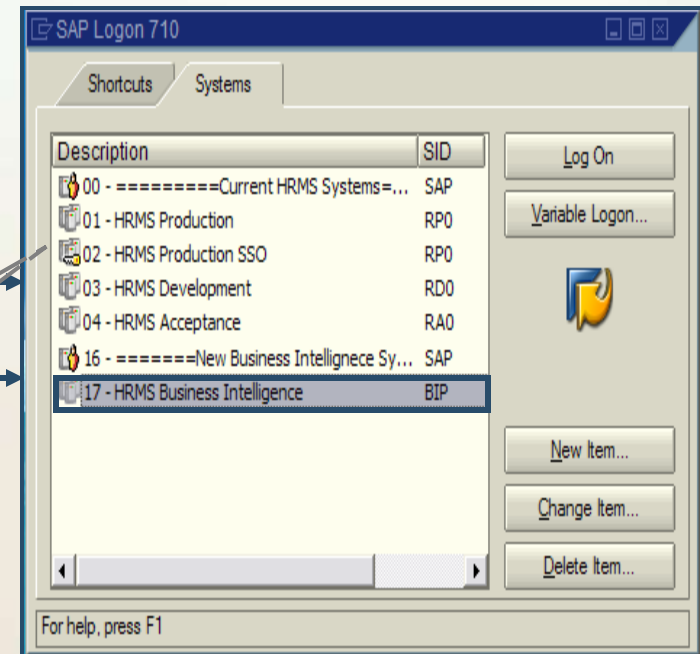
To access BEx tools via SAP GUI:

1. Double-click the SAPLogon icon on the desktop.




Result: The SAP Logon Pad will be displayed.

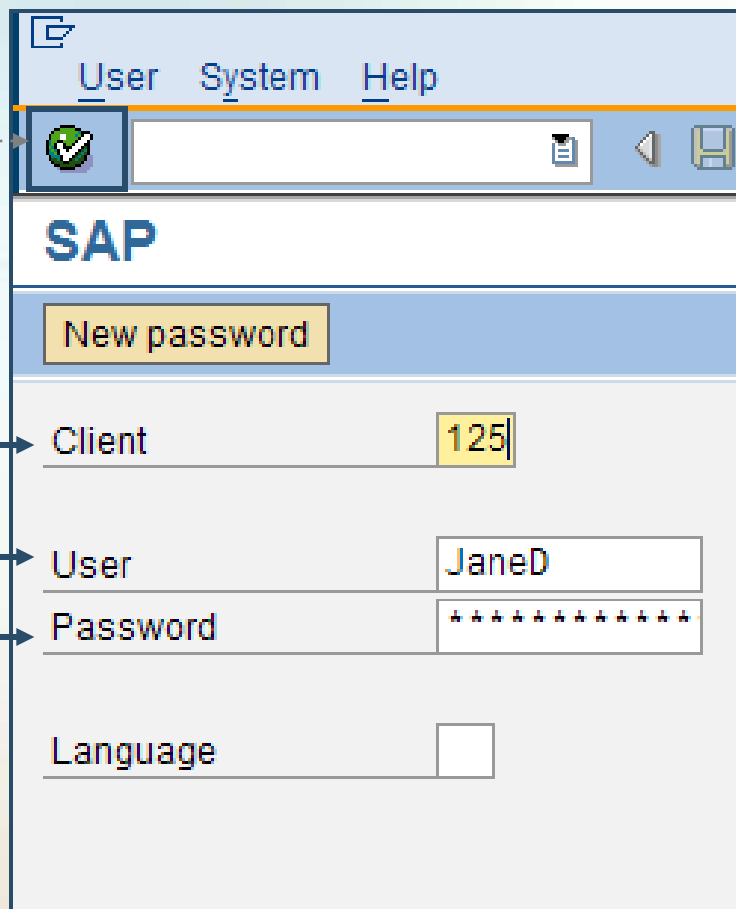
2. Double-click the HRMS Business Intelligence description.



A Key on the connection icon indicates it is a Single Sign On connection.

If prompted:

- Enter Client 125 (default).
- \*Enter User (BI User ID).
- \*Enter Password.
- Click the “Enter” button. 



The image shows a screenshot of the SAP GUI login window. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with a green checkmark icon, a text input field, and navigation buttons. The main area of the window is titled 'SAP' and contains a 'New password' button. Below this, there are four input fields: 'Client' with the value '125', 'User' with the value 'JaneD', 'Password' with masked characters '\*\*\*\*\*', and 'Language' which is currently blank. Arrows from the list on the left point to the 'Client', 'User', and 'Password' fields, and the green checkmark icon in the toolbar.



Language is not a required field. Leave this field blank.

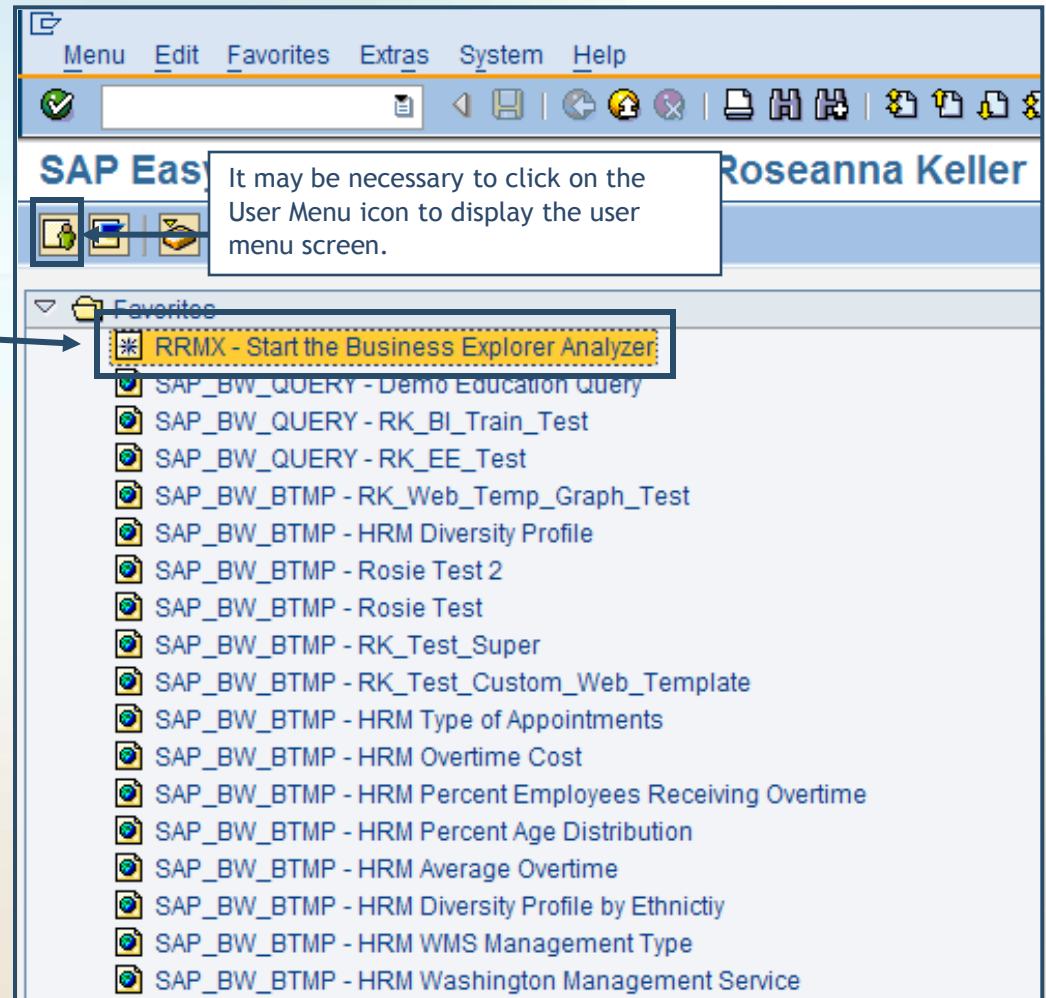
\*Contact your Agency Security User ID Administrator for BI User ID and password-related information



Result: User is logged on.

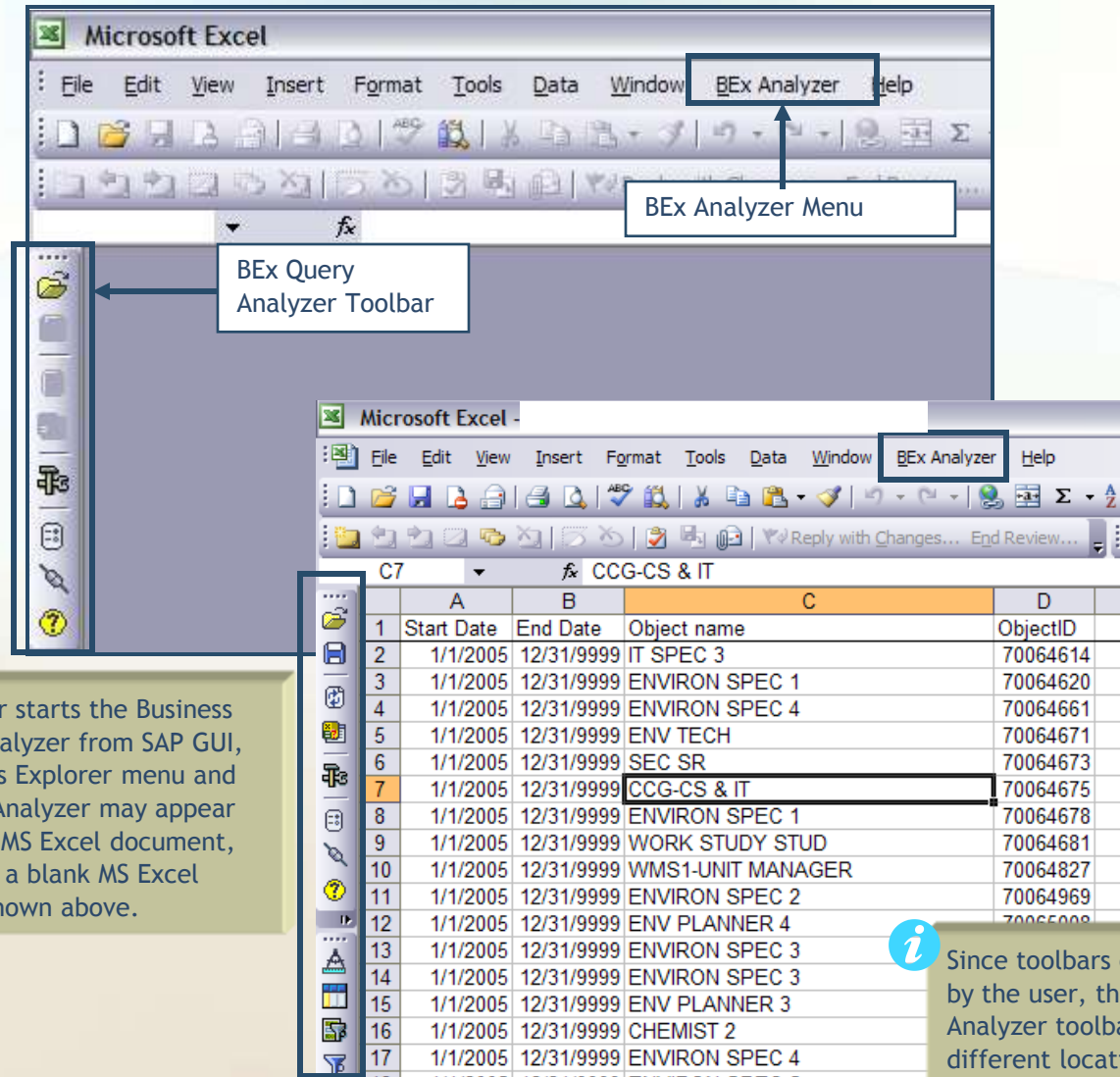
3. Double-click the “Start the Business Explorer Analyzer” link.

**i** The option to start the Business Explorer Analyzer may be listed multiple times.



# Accessing BEx Tools via SAP GUI, Cont...

Result: BEx Query Analyzer will be opened in MS Excel with the Business Explorer menu and BEx Query Analyzer toolbar enabled.

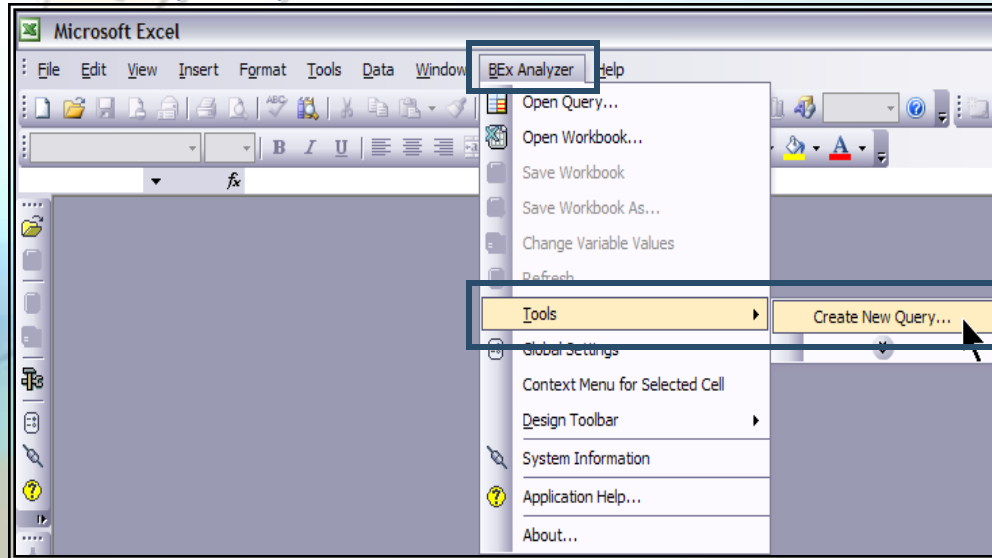


When a user starts the Business Explorer Analyzer from SAP GUI, the Business Explorer menu and BEx Query Analyzer may appear on an open MS Excel document, rather than a blank MS Excel screen as shown above.

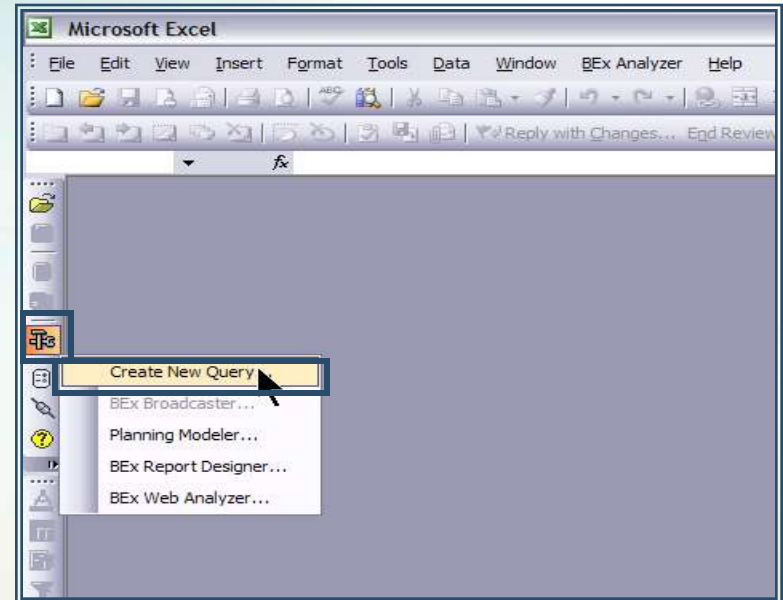
Since toolbars can be moved by the user, the BEx Query Analyzer toolbar may be in a different location on the MS Excel screen

# Accessing BEx Tools via SAP GUI, Cont...

BEx Query Designer can be accessed from the Business Explorer menu or BEx Query Analyzer toolbar in BEx Query Analyzer:

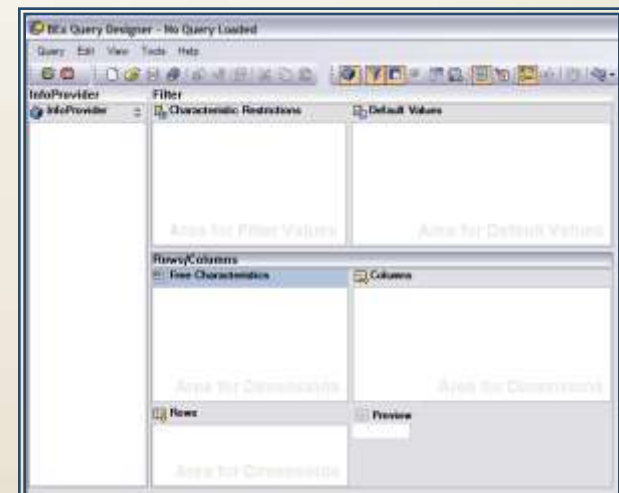


Access BEx Query Designer from the Business Explorer menu



Access BEx Query Designer from the BEx Query Analyzer Toolbar

Result: BEx Query Designer will be opened. →



# Change BI Password via SAP GUI

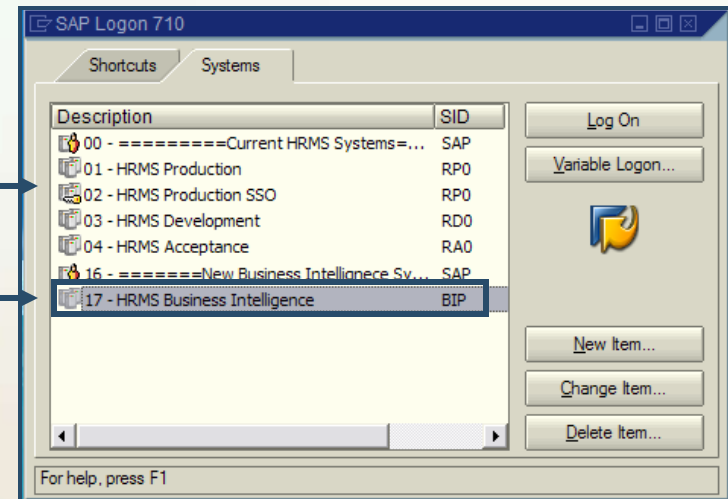
To change your BI Password:

1. Double-click the SAPLogon icon on the desktop.



Result: The SAP Logon Pad will be displayed.

2. Double-click the HRMS Business Intelligence description.



Single signon users must contact their Agency Security User ID Administrator to change their BI Password.

# Change BI Password via SAP GUI, cont...

Result: User will be prompted to logon.

1. Enter Client 125 (default).
2. Enter User (BI User ID).
3. Enter Password.
4. Click the "New password" button.



Note: User must enter their current BI User ID and Password before clicking the New password button.

User System Help

SAP

New password

Client 125

User JaneD

Password \*\*\*\*\*

Language

Continued...



# Change BI Password via SAP GUI, cont...

Result: The SAP new password screen will be displayed.

5. Enter the new password.
6. Repeat the new password.
7. Click the Transfer button.

The screenshot shows the SAP GUI interface. The top window is titled 'SAP' and contains a 'New password' dialog box. The dialog box has fields for 'Client' (set to 'SAP'), 'New Password', 'Repeat Password', and 'Language'. The 'New Password' and 'Repeat Password' fields are filled with asterisks. There is a checkbox for 'Entry is Case-Sensitive' which is checked. Below the fields are 'OK' and 'Cancel' buttons. A blue arrow points from step 5 to the 'New Password' field, and another blue arrow points from step 6 to the 'Repeat Password' field. A third blue arrow points from step 7 to the 'Transfer' button (represented by a green checkmark icon). Below the 'New password' dialog box is another window titled 'SAP Easy Access - User menu'. This window shows a list of favorites for 'Roseanna Keller', including various reporting and customizing objects. At the bottom of this window, a status bar displays a green checkmark icon and the text 'Password changed'.

Result: "Password changed"  
confirmation will be displayed.